

Meeting date: Wednesday, Jan. 7, 2015

Location: Main Library, Arapahoe Meeting Room, 1001 Arapahoe Avenue

Meeting start time: 6:00 p.m.

1. Approval of agenda
2. Public comment
3. Consent agenda
 - a. Approval of Dec. 8, 2014 meeting minutes (p. 3-7)
4. Main Library renovation project update – Glenn Magee, Facilities Design and Construction Manager (p. 8-10)
 - a. Tour first floor and automated materials handling system installation
 - b. Review renovation completion celebration plans
5. Library budget basics – Devin Billingsley, Senior Budget Analyst (p. 11-15)
6. Finalize Commission’s recommended changes to the City Charter (p. 16-20)
7. Library policy review and approval (p. 21-37)
 - a. Commission review and approval of Canyon Theater and Gallery terms of use and rental policy (p. 23-29)
 - b. Commission to review and provide feedback on the draft sponsorship of programs and events policy (p. 30-37)
8. Review Library Commission orientation handbook for incoming commissioners (p. 38)
9. Library Commission update (from memo) (p. 39-40)
10. Library and Arts Director’s report (p. 41-45)
 - a. Library usage statistics November 2013 through November 2014 (p. 45)
 - b. Follow up on potential partnership with Downtown Boulder film series
 - c. Information needed for Jan. 10, 2015 Boulder Library Foundation and Library Commission retreat
 - d. Changes to the schedule of hours for the Main Library, George Reynolds Branch Library, and the Meadows Branch Library
11. Future Items/Scheduling
12. Adjournment

2015 Library Commissioners

Anne Sawyer, Chair

Paul Sutter, Vice Chair

Donna O'Brien, Secretary+ BPL Foundation Director

Joni Teter, BPL Foundation Director

Alicia Gibb

**CITY OF BOULDER
BOULDER, COLORADO
BOARDS AND COMMISSIONS MEETING
MINUTES**

Name of Board/ Commission: Library Commission	
Date of Meeting: December 8, 2014 at the Carnegie Branch Library for Local History, 1125 Pine Street	
Contact Information Preparing Summary: Carrie Mills, 303-441-3106	
Commission Members Present: Anne Sawyer, Paul Sutter, Joni Teter, Donna O'Brien, and Alicia Gibb Commission Members Absent: None.	
Library Staff Present: David Farnan, Director of Library & Arts Jennifer Miles, Deputy Library Director Wendy Hall, Carnegie Branch Manager Aimee Schumm, eServices Manager Lisa Holmberg, Web Developer Carrie Mills, Administrative Specialist II	
Guest Speaker: Monique Sendze, Associate Director of IT and Virtual Services, Douglas County Libraries	
Public Present: Kai Cui, President, Boulder Teen Advisory Board	
Type of Meeting: Regular	
Agenda Item 1: Call to Order and Approval of Agenda	[6:02 p.m., Audio 0:17 min]
The meeting was called to order at 6:02 p.m. Commissioners approved the agenda as written in the packet.	
Agenda Item 2: Public Participation	[6:02 p.m., Audio 0:26 min]
No members of the public were present. Sawyer used this opportunity to introduce Kai Cui, president of the Boulder Teen Advisory Board, to fellow commissioners.	
Agenda Item 3: Consent Agenda	[6:03 p.m., Audio 1:21 min]
Item 3A, Approval of Nov. 5, 2014 minutes (p. 2-6) Teter submitted comments prior to the start of the meeting, found here: http://boulderlibrary.org/pdfs/commission/2014/handouts/14DecLCHandouts.pdf Teter's comments included a question regarding a discussion about Memorial Day weekend in 2015. Sawyer suggested distinguishing "Memorial Day" versus "Memorial Day weekend" in the minutes. Gibb noted that Agenda Item 7, discussion point 4, suggested that Gibb was opposed to static, object-oriented goals. Gibb clarified that she is not opposed to object-oriented goals, but that larger, open-ended goals encourage continual change and growth, and can be faster than object-oriented goals. Sutter moved to approve the minutes with the additions mentioned. Teter seconded. Approved unanimously, 5-0.	
Agenda Item 4: Main Library renovation project update	[6:06 p.m., Audio 4:01 min]
Glenn Magee, facilities design and construction manager, was unable to attend this meeting. Miles offered to answer questions about the construction. She explained that the overall project completion delays were caused by an initial adjustment in the project deadline (a 20-day extension from Dec. 7 to 27, 2014) and a second adjustment for additional scope (a 3-month extension from Dec. 27, 2014 to Mar. 27, 2015). Extended scope includes Americans with Disabilities Act (ADA) upgrades to the Canyon Theater, renovations to the north wing, and completion of the café. In the past week, staff and construction crews have finalized the equipment plans in the café and are finalizing furniture selection. O'Brien inquired about special seating for children, which Miles confirmed would be included. Further, there were delays in receiving product, such as the garage door to the Mt. Sanitas Room, which held up construction. Miles anticipated café construction to start at the end of January. Sawyer confirmed with Miles that the bridge will be closed off through construction. Sawyer commended staff for making the gallery area a comfortable space to find holds and browse new items. Gibb agreed, noting that the signage in the area is clear. Sutter asked how patrons felt about the Canyon side entrance. Farnan cited weather and mobility issues as a problem for some patrons, but most feel positively.	

Agenda Item 5: Discussion about Digital Branch Services with Monique Sendze [6:13 p.m., Audio 11:30 min]

Libraries define digital branches differently. Some consider their website, online catalogue, or Overdrive collections to be their digital branch. Sendze believed a digital branch should be capable of handling 80% of what a physical branch offers. She conceptualized the digital branch as relatable to a physical branch, requiring similar resources such as dedicated staff. Sendze compared a digital library branch to that of a commercial bank whose online services largely match what traditional, physical bank branches provide. Further, Sendze imagined a digital branch that makes the experience of vendor services, like Overdrive, better and more convenient for patrons. Sendze cautioned that if a library offers these online services, they must ensure that there is someone available remotely to answer questions. She suggested staffing a digital branch consistently with the hours of physical branches.

Commission discussion, questions, and comments included:

- Sawyer agreed with Sendze's sentiments, noting that patrons should not have to search in multiple places to find resources, but should instead experience a seamless search function. Sawyer felt that many vendors are proprietary which limits the library's integration options, though she recognized that the trends are changing and many vendors are opening up. Sendze agreed.
- Referencing Sendze's metaphor, Sutter noted that a bank's automation is aimed at efficiency. He wondered if managers could make more efficient processes which would allow for increased focus on the digital branch. Sendze spoke of her experiences with understaffing and encouraged commissioners to think about staffing and resources before proceeding.
- In response to Sendze's comments on evaluating the return on investment (ROI), Gibb asked if Sendze was able to quantify ROI on a digital branch. Sendze has not yet seen research on this since most libraries define digital branches differently, noting most data as outcome-based. Farnan agreed that the calculation is complicated. Farnan noticed an increase in demand for physical space, but also an increase in demand for digital spaces and supplies.
- Farnan discussed the decision to go with a customized Boopsie app instead of building an app for the library from scratch, noting a delicate balance between cost and patron usage. Gibb supported building partnerships around digital services with local tech companies who embrace open source software.
- Teter emphasized the importance of gathering information on patron wants for a digital branch. Farnan agreed that the key is asking what people want. Website traffic does give some indication of how digital users access library resources, but Farnan believed more research must be done.
- Gibb suggested asking non-patrons to get a sense of who is not being served. Sawyer noted that some populations may not use the library because they are technologically advanced, but felt technology marketing may draw them in. Farnan saw polling non-users as the key to developing the virtual branch, but noted that reaching that demographic carries a higher cost. Teter asked about results from the Culture Kitchen initiative through the City of Boulder Office of Arts and Culture, and wondered if that might be a model for outreach. Farnan considered that attendance at similar outreach events is driven by those who are already civically minded, and suggested instead that polling take place in locations where most are not library users. Teter recommended using similar digital outreach systems as Culture Kitchen to open the polling demographics.
- Sendze explained that some digital services users operated outside of the county and even the state. She saw globalization as an extension of a digital branch, supporting the ideas of dissipating boundaries.
- Sendze and commissioners discussed the complications with relying on Boopsie for creating and maintaining an app versus the cost of building an app from the beginning.
- Commissioners discussed ideas for the next steps in establishing a virtual branch. Ideas suggested include
 - Figure out what pieces of the virtual branch should go into the master plan
 - Determine what is technologically and financially possible
 - Speak with people about what they would want from a digital branch
 - Talk to tech leaders in the area about what they might be able to contribute
 - Ensure that the virtual branch reflects the library's priorities like early literacy
 - Hear from the library leadership on what their goals are in regards to the digital branch

Agenda Item 6: Commission to complete 2015 annual letter to City Council (p. 9-13)[7:05 p.m., Audio 1:03:01 hr]

The draft letter was included in the packet, found here:

<http://boulderlibrary.org/pdfs/commission/2014/packet/14DecLCPacket.pdf#page=12>

Commission discussion, questions, and comments included:

- Sutter wondered whether commissioners should make a bigger pitch about The Foundry, particularly about its popularity and an explanation of what it is. Farnan noted that both have seen minimal attendance. Sawyer suggested holding off until the following year when there is more programming around both.

- Teter recommended adding an emphasis on the establishment of more meeting rooms with enhanced audiovisual equipment, providing a platform for the community. Farnan agreed with the addition.
- Commissioners decided to limit emphasis on the minor renovations to the Canyon Theater as the Community Cultural Plan and other outlets may bring about more substantial, permanent changes. However, they elected to include points about the new projection screen and portable sound system.
- Sutter considered changing a goal's wording from "digital branch" to "digital services," but Sawyer and Gibb noted that leaving the wording as "digital branch" may spark conversation.
- Teter pointed out that collection development expands beyond the common association of physical books and e-books. Sawyer suggested separating things out between traditional collection development and other categories, like maker technologies and more. Sutter recommended rewording the statement to change the underlying sentiment from "it would be nice to have more" to "the library is in danger of not having enough" to accurately reflect the collection to council members. There was discussion amongst the commissioners over the best way to phrase and present these sentiments. Ultimately, the commissioners decided to include and support that the library will ask for additional money in the next budget cycle to build the collection.
- Sawyer agreed to finish crafting the letter. Commissioners were instructed to send comments to Sawyer only.

Agenda Item 7: Update and discussion of commission's recommended changes to the City Charter (p. 14-20)

[7:34 p.m., Audio 1:32:35 hr]

Sawyer asked for any comments or issues to be relayed to the council subcommittee in the meeting set for Dec. 9, 2014. Sutter and Teter suggested revisions that would better define the role of the commission in relation to the community. Sutter voiced a concern with the job description specifics, but those details will be discussed at a later time. Sawyer will follow-up in the January meeting with outcomes from the subcommittee meeting as the commissioners move closer to completing a final document.

Agenda Item 8: Review commission's recommended changes to the City Charter [7:37 p.m., Audio 1:35:31 hr]

Item 8A, Commission review and approval of meeting room terms of use policy (p. 23-33)

Sawyer noted that the goal is to approve the meeting room terms of use policy during this meeting.

Commission discussion, questions, and comments included:

- Commissioners suggested grammatical and placement edits to ensure clarity and fluidity.
- Commissioners analyzed the policy for points of inconsistency and confusion and offered solutions.
- Miles confirmed that a map will be included and that specifics on the meeting rooms will be formatted in a table.
- Teter moved to adopt the policy with the suggested revisions. Sutter seconded. Approved unanimously, 5-0.

Item 8B, Commission to review and provide feedback on update to Canyon Theater and Gallery terms of use policy (p. 34-36)

This is the commissioners' first reading of the revised policy. Sawyer instructed commissioners to use this time for larger feedback, with the intention to review and approve at the January meeting.

Commission discussion, questions, and comments included:

- Commissioners suggested grammatical, placement, and word choice edits to ensure clarity and fluidity.
- All commissioners called for greater clarification regarding the use of equipment, specifically in regards to whether renters may use their own equipment and what the \$75/hour fee includes when using the library's audiovisual equipment.
- Gibb recommended using a word other than "sponsorship" because its use in the document held a different meaning than its common use in academic and business settings. In response, Sawyer suggested keeping the use of "sponsorship" but instead adding more clarification of the dynamic into the section.
- Teter inquired about referencing the city's liquor license policy into the text, but Farnan preferred that parties interested in serving alcohol contact the director, which Miles confirmed is what the Library Rules of Conduct instruct.
- After discussion behind the original rationale for offering the theater space at lower cost to non-profits, Sawyer asked for a motion since it was a substantial change to existing policy. Teter moved that the differing cost of for-profit and non-profit rentals be removed from the Canyon Theater and Gallery terms of use policy. Sawyer seconded. Approved unanimously, 5-0.
- Farnan and Miles clarified the fee structure for after-hours events, which will cover the additional hours for security guards and staff. These charges are added to the base fee listed in the policy.

- Following a question from a commissioner, Miles clarified that paying renters will sign a rental agreement while sponsored groups will sign a terms of use agreement. Farnan noted that sponsored groups will have the base fee waived, any afterhours events will incur a cost regardless of sponsorship.
- Commissioners discussed the ordering of the terms of use and rental agreement within the document and offered many suggestions for reorganization to Miles and Farnan.
- Sutter pointed out that the gallery cannot carry an expectation of privacy since it is part of the north entrance, and as such, should make mention of that within the policy.

Item 8C, Commission to review and provide feedback on draft sponsorship policy (p. 37-40)

After some discussion, Sawyer asked commissioners to provide larger feedback in the interest of time, with more detail given in future meetings. The commissioners aim to approve this policy at the February meeting.

Commission discussion, questions, and comments included:

- Farnan identified two goals of policy as to encourage groups to use the Canyon Theater and to prevent currently sponsored groups from monopolizing space and staff time by requiring sponsorship renewal.
- Sutter summarized the document, noting that the library sponsors events and partners with groups.
- Miles confirmed that currently sponsored groups will need to reapply for sponsorship within the next year.

Agenda Item 9: Library Commission update (from memo) (p. 41-42) [8:34 p.m., Audio 2:32:29 hr]

Sawyer asked Farnan if the library will have a presence at the Boulder Maker Faire on Feb. 21, 2015. Farnan confirmed that staff will be in attendance to demonstrate capabilities such as stop-motion animation, children's craft, the green screen, and more with ample handouts. Farnan invited the commissioners to participate or attend.

Agenda Item 10: Library and Arts Director's Report [8:37 pm, Audio 2:34:58 hr]

The commissioners discussed many points within the director's report, found here:

<http://boulderlibrary.org/pdfs/commission/2014/packet/14DecLCPacket.pdf#page=43>

Commission discussion, questions, and comments included:

- Sawyer noted that the All Staff Training Day was upbeat and positive, and asked Farnan to keep the commissioners posted on staff development opportunities that they can support.
- Sawyer introduced the topic of computers with filtered Internet access in the children's area. The commissioners felt positively about it. Gibb moved to install Internet access and filtered wireless hub. Teter seconded. Approved unanimously, 5-0.
- Next, commissioners discussed filtering Internet service in the library for pornographic images. Farnan assured the commissioners that there would be a capacity to override the filter for erroneously blocked sites. Sutter saw filtering as central to reinventing the place to be, ensuring that the space is safe and comfortable for all. Farnan and the commissioners expressed concern over negative publicity, but saw a better chance of controlling the message by contacting the media when the time was right. Farnan noted that it is not an obligation to provide access to graphic content in a public library. Currently, filtering is handled by staff who ask patrons viewing pornography to stop or who remove these people from the computers. O'Brien asked for a position paper from the American Library Association on this topic to inform the commissioners, which Farnan will provide in a future meeting. Commissioners anticipate discussing this topic further in the next two meetings.
- Commissioners discussed a proposal to allow Downtown Boulder Inc. access to the Canyon Theater once per month to screen a film and offer a cash bar for ticket holders. Farnan saw the weekend as the preferred option, but wanted to explore the logistics of hosting a movie night with a cash bar during the week. Sawyer feared that allowing alcohol consumption during open hours will put a negative tint on all of the positive changes. O'Brien agreed, noting that these events may bring in new populations to the library. All commissioners agreed that the programs should be allowed after hours, but were reluctant to support this programming during open hours at this time.
- The staff at the Carnegie Branch Library anticipates changing their open hours and limiting days of public use to allow staff the time to digitize over 150 collections that are not yet fully catalogued. Commissioners considered allowing patrons to make appointments as allowable, but some feared that this may further prohibit efforts to digitize.

Agenda Item 11: Future Items/Scheduling [9:34 p.m., Audio 3:32:40 hr]

- Main Library renovation update – tour 1st floor and AMH system
- Finalize charter changes recommendation

- Review Orientation Handbook for Incoming Commissioners
- Policy Review: Canyon Theater Terms of Use and Sponsorship
- Complete picture of library financing from Devin Billingsley
- Review library usage statistics
- Farnan to bring ALA position paper on Internet filtering

Agenda Item 12: Adjournment

[9:37 p.m., Audio 3:34:50 hr]

There being no further business to come before the board at this time, the meeting was adjourned at 9:37 p.m.

Date, Time, and Location of Next Meeting:

The next Library Commission meeting will be at 6:00 p.m. on Wed., January 7, 2015, in the Arapahoe Conference Room at the Main Boulder Public Library, 1001 Arapahoe Ave., Boulder, CO 80302.

APPROVED BY:

ATTESTED:

Board Chair

Staff Secretary

Date

Date

An audio recording of the full meeting for which these minutes are a summary, is available on the Library Commission web page at <http://boulderlibrary.org/about/commission.html>

DRAFT

To: Boulder Public Library Commission

From: David Farnan, Library and Arts Director
 Jennifer Miles, Deputy Library Director
 Jennifer Bray, Library and Arts Communication Specialist III
 Glenn Magee, Facilities Design and Construction Manager

Date: Jan. 2, 2015

Subject: Main Library Renovation Project Update

Background:

Background information on the Main Library renovation project may be found online on the project webpage (<http://news.boulderlibrary.org>) and in the September 2012 – December 2014 Library Commission meeting packets, which are archived at: <http://boulderlibrary.org/about/agenda.html#archive> .

Project timeline – construction update:

Table 1 shows key project dates and the construction schedule. Specific dates and sequence are subject to change as the project progresses.

Table 1. Overview of key project dates and construction schedule

KEY PROJECT DATES	
January 7, 2015	Library Commission meeting: General project update and plans for the project completion celebration
February 4, 2015	Library Commission meeting: General project update and update about plans for the project completion celebration.
CONSTRUCTION SCHEDULE (dates and sequence subject to change)	
PHASE 2	2nd FLOOR REFERENCE / ADMINISTRATION
July 29, 2014 –December 2014	Repair of clerestory windows
PHASE 3	1st FLOOR NEW CHILDREN’S AREA
July 30, 2014	Phase 3 started
November 4, 2014	Phase 3 – major portion complete and open to patrons
Early January 2015	Phase 3 – Complete installation of remaining casework
PHASE 4	1st FLOOR ENTRY / NEW AREA for FICTION and MEDIA
November 5, 2014	Phase 4 started
End of January 2015	Phase 4 expected completion. Opening expected early February 2015.
PHASE 5	1st FLOOR BRIDGE / CAFÉ
October 2014	Preliminary construction began – electrical and drywall
February 27, 2015	Phase 5 expected completion
End of March 2015	Final completion of all project enhancements including

Phase 3 details:

The casework for the early literacy and storytime areas began to arrive just before the December holidays. Installation is expected to be complete by early January. Replacements for the yellow tops on a few of the shelving ranges that initially arrived damaged were replaced during the last two weeks in December.

Phase 4 details:

Phase 4 work continues on schedule. During the fourth week of December, carpet installation began in the space where the collections will be shelved; the raised flooring was installed outside the Mt. Santitas room and up the hallway towards the children's area; and installation of drywall in the meeting rooms and staff spaces began. The new shelving and the fiction and media collections that have been stored offsite will be delivered and installed during early to mid-January.

The staff project team will meet on Jan. 9, 2015 to determine the date on which the phase 4 space will reopen to the public. Announcement of this date will be distributed through the library's standard public information channels.

The Canyon Theater upgrades to install accessible seating and a new screen, and the touch up painting and carpeting on the second floor of the north building also began the 4th week in December and will conclude in early January.

RFID project update:

Volunteers and staff have begun RFID tagging of materials at the branch libraries. The Technical Services staff has completed tagging of the Main Library's music CD collection and is now tagging media as it is returned and temporarily shelved in the Canyon Gallery. RFID Solutions will be onsite at the Main Library on Jan. 26 to begin tagging the non-fiction and fiction books. The goal is to tag 90% of the collection at all facilities before the new self-checkout machines are installed. We anticipate hitting this goal in late spring 2015.

Clerestory window replacement complete:

The clerestory window project was completed on Dec. 23, 2014.

Renovation Completion Celebration update:

The Boulder Library Foundation (BLF) has generously agreed to fund \$8,000 for the celebration at the Main Library of the completion of the renovation project. The celebration weekend has been tentatively (construction-dependent) selected as Saturday and Sunday, April 11-12, 2015. A staff planning committee has met and begun organizing the celebration to highlight the beautiful new spaces for the community, the services, programs, and materials that Boulder Public Library provides, as well as highlighting the BLF and all of its years of support for well-loved programs at BPL.

The bulk of the celebration will occur on Saturday, April 11, and at this point is expected to include: tours of the new facility and the highlights of the renovation project; 30-minute program samples in the Canyon Theater that the BLF funds, such as musical storytimes, dance, film, music, BoulderReads, storytelling, etc.; live music performed in various sections of the Main Library; refreshments on the bridge with the new café location; special programs, crafts, and storytimes each hour in the new children's area and meeting/gathering spaces. On Sunday, April 12, the tours will be self-guided with a brochure and information about the renovation, as well as some music and refreshments provided.

Question for the commission:

Does the Library Commission have any questions about this information?

To: Boulder Public Library Commission

From: Devin Billingsley, Senior Budget Analyst
Jennifer Miles, Deputy Library Director

Date: Jan. 2, 2015

Subject: Library Budget Basics

Purpose

At the request of the Library Commission, a summary of the funding sources that support the library and an overview of the city's budget process followed by the library is **Attachment A**. This information has been compiled for the Library Commission's reference in lieu of a formal presentation. Staff will address questions from the commission at the Jan. 7, 2015 meeting and, if possible, would appreciate receiving any questions in advance directly by email to Jennifer Miles.

Attachment A

Library Department Budget Basics

Library Department Funding

The Library Department is funded from eight sources. Descriptions of each funding source are provided below:

Library Fund – The Library Fund is the library’s main funding source. Expenditures out of the Library Fund are restricted to covering operating and capital expenses and must be appropriated through the city’s annual budget process. Modifications may be made through twice-yearly Adjustment-to-Base (ATB) processes. Library Administration develops the annual budget as well as mid-year adjustments, all of which must be approved by City Council. The mechanics of these processes are explained in a later section. Approved Library Fund appropriations over the last three years have averaged \$7.6 million per year.

Eighty-five percent of the Library Fund revenues that support operating expenditures are sourced from a direct general fund transfer, 5% is generated through a 1/3 property tax mill levy dedicated for the library, and the remaining 10% is generated through library operations and grants. The Library Fund maintains a mandatory reserve of 10% of operating revenues excluding General Fund transfers. Any unspent appropriations at the end of a given fiscal year fall to Library Fund balance and must be re-appropriated either through the next year’s budget process or through the ATB process.

Computer Replacement Fund (CRF) – The city’s Information Technology (IT) Department manages the CRF. The Library makes an annual contribution to the CRF based upon IT’s cost projections for future replacement of computers and related equipment. These contributions to the CRF are reflected in the Library’s annual operating budget. Over the last three years, the Library has contributed an average of \$237,000 to the CRF per year. Expenditures out of the Library’s CRF balance are included in IT’s operating budget and managed according to replacement schedules determined by IT. Any unspent annual appropriations at the end of a given fiscal year fall to CRF balance and must be re-appropriated either in the next year’s budget process or through the ATB process.

Equipment Replacement Fund (ERF) – The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the ERF. The Library makes an annual contribution to the ERF based upon FAM’s inflation-adjusted projections for future replacement of major equipment. These contributions are reflected in the Library’s annual operating budget. Over the last three years, the department has contributed an average of \$177,000 to the ERF. Expenditures out of the ERF are reflected in FAM’s operating budget. The funds within the ERF are used at the discretion of Library staff, subject to ERF policies and procedures. Any unspent funds in a given year fall to ERF balance to be used to offset future year’s contributions or alternative equipment purchases.

Facility Renovation and Replacement Fund (FR&R Fund) - The city’s Department of Public Works – Facilities Asset Management (FAM) Division manages the FR&R Fund. The Library makes an annual contribution to the FR&R Fund based upon a combination of FAM’s facility capital renovation and replacement projections as well as savings for future renovation projects envisioned by Library staff.

Attachment A

These contributions are reflected in the Library's annual operating budget. The funds are used at the discretion of Library Administration subject to FR&R Fund policies. The department has contributed an average of \$48,000 to the FR&R Fund for routine capital maintenance projects over the last two years with an additional \$414,077 transferred in 2014 from Library Fund balance to provide supplemental funding for enhancements to the main library renovation project. Expenditures out of the FR&R Fund are reflected in FAM's operating and capital budget. Any unspent funds fall to FR&R fund balance to be programmed for future use.

Gifts and Contributions Fund – The Gift and Contributions Fund is a pooled repository for gifts and contributions given to Boulder Public Library and has a current balance of approximately \$685,000. There are over 20 individual gift accounts within the fund with account balances ranging from \$7 to \$166,000. Many of these gift accounts are designated for specific purposes, such as collection acquisition or capital improvement at various library locations. The Gift and Contributions Fund also holds approximately \$493,000 in accumulated contributions from the cities of Broomfield, Lafayette and Louisville to cover expenses associated with the Integrated Library System (the library catalog). Library Administration manages the outlay of monies from the Gift and Contributions Fund subject to donor-established restrictions.

Capital Development Fund – The city's Department of Public Works – Facilities Asset Management (FAM) Division manages the Capital Development Fund. The Capital Development Fund is funded with a past balance of Capital Development Excise Taxes as well as ongoing collection of Impact Fees. In 2010, the City shifted from collecting Development Excise Taxes in favor of Impact Fees. These fees are assessed on commercial and private development projects and are to be used to the fund capital expansion of municipal facilities necessary to support growing demand for City services. The recipient departments of Capital Development Excise Tax and Impact Fee funding are: Transportation, Parks and Recreation, Police, Fire, Human Services, and the Library. Capital Development Funds are programmed and spent at the discretion of FAM in consultation with Planning and Development Services.

General Fund –The General Fund directly funds approximately \$60,000 in Library operating expenses at the North Boulder Corner Library.

Blystad-Laesar House (General Fund) – The General Fund holds \$448,060 in proceeds from the sale of the Blystad-Laesar house. These funds are legally restricted for Library use.

Budget Development and Adjustment-to-Base Process

Sourcing money from any of the funds above must occur according to a defined City of Boulder budget schedule. This schedule has two main components. The first component is the annual budget development process during which library staff works with city executive management team members to determine annual appropriations for the Library. This process begins in March and concludes in October when the City Council approves the upcoming year's city budget. Appropriations approved in the annual city budget are available to be spent on January 1st.

Attachment A

The second component of the budget process is the Adjustment-to-Base (ATB) process. The ATB serves as an opportunity for the Library to adjust its annual budget mid-year. Development of the first ATB begins in March and ends with City Council approval in June. Library staff cannot spend against appropriations included in the first ATB until they receive council approval in June. The second ATB follows a similar pattern, beginning in October and ending with council approval in December. Budget adjustments included in ATBs come from three primary sources:

- Operating Carryover from Fund Balance - Unspent balances that fell to fund balance at the end of the previous fiscal year. These monies support specific projects or programs that span more than one fiscal year.
- Budget Supplemental from Fund Balance – Monies requested from fund balance to support new programs or projects that were not included in the annual budget. The Library can only appropriate money from fund balance if money is available (in excess of reserve requirements).
- Additional Revenue - Unanticipated revenue that was not included in the annual budget. The ATB is an opportunity for the Library to recognize this revenue and appropriate it for specific uses. If the department does not appropriate additional revenue, it falls to fund balance.

Over the last three years, the Library has requested an annual average of \$214,173 in ATBs.

2012-2014 Library Department ATBs

Library Department	2012		2013		2014	
	1st ATB	2nd ATB	1st ATB	2nd ATB	1st ATB*	2nd ATB
Operating Carryover	\$ 4,800	\$ -	\$ -	\$ -	\$ 272,742	\$ -
Budget Supplemental	10,177		18,720		161,969	
Additional Revenue		38,000	(30,898)	64,240	8,616	94,152
Total	\$ 14,977	\$ 38,000	\$ (12,178)	\$ 64,240	\$ 443,327	\$ 94,152

**The Library had an additional \$1,330,000 in capital carryover for the RFID/AMH system.*

Creation of a Permanent Library Fund

Amending the City Charter to establish a Permanent Library Fund, similar to the Permanent Parks and Recreation Fund, would accomplish three things from a funding perspective. First, it would consolidate Blystad-Laesar House sale proceeds residing in the General Fund with funds currently in the Gift and Donation Fund (as well as future gifts and donations). Second, it would designate these funds for library use only, explicitly prohibiting redirection of funds toward general city uses. Third, creating this fund, if modeled after the Permanent Parks and Recreation Fund, would stipulate that appropriations out of this fund must receive favorable recommendation of the Library Commission.

Attachment A

2015-2016 Budget Calendar

The calendar below lists important date ranges in the budget process and indicates when Library Commission involvement is needed (shaded). Please note that all dates are subject to change due to possible impacts of city implementation of the new financial system.

Date	Deliverable/Event
March 2015	Review Library's first round of adjustments to the 2015 base budget and solicit Library Commission input
April 2015	First round of adjustments to 2015 base budget due for city manager's review.
May 2015	First round of adjustments to 2015 base budget read before City Council (first reading)
May 2015	Review 2016 Recommended Library Budget and solicit commission input
June 2015	First round of adjustments to 2015 base budget read before City Council (second reading)
June 2015	Library and Arts Department director to provide 2016 Recommended Library Budget for city manager review
July 2015	Update Library Commission on outcome of first round of adjustments to 2015 base budget
August 2015	Update Library Commission on the City Manager's 2016 Recommended City Budget
August 2015	2016 Recommended City Budget delivered to City Council
September 2015	First City Council Study Session on 2016 Recommended City Budget
September 2015	Second City Council Study Session on 2016 Recommended City Budget (if needed)
September 2015	Review Library second round of adjustments to the 2015 base budget and solicit Library Commission input
October 2015	Second round of adjustments to 2015 base budget due for city manager's review.
October 2015	First reading of ordinances to approve 2016 Recommended City Budget with opportunity for public comment.
October 2015	Second reading of ordinances to approve 2016 Recommended City Budget with opportunity for public comment.
November 2015	Update on Approved 2016 City Budget (including Library Department Budget)
November 2015	Second round of adjustments to 2015 base budget read before City Council (first reading)
November 2015	Second round of adjustments to 2015 base budget read before City Council (second reading)
December 2015	Update Library Commission on outcome of second round of 2015 adjustments to base budget

TO: Boulder Public Library Commission

FROM: Anne Sawyer and Joni Teter, Charter Review Subcommittee
David Farnan, Library and Arts Director

DATE: January 7, 2015

SUBJECT: DRAFT: Library Commission recommended changes to City Charter

Background

On December 2, Commissioners Teter and Sawyer along with Library Director David Farnan met with Councilman Tim Plass of the City Council's subcommittee on Boards and Commissions. We presented the draft recommended changes to the City Charter along with the following questions; a summary of responses are included after each question.

Questions related to proposed Charter Changes:

1) *As the responsibilities of the Library Commission necessarily refer to the Library Department, it seems the charter must first define that this department exists. Should the Library become a charter department? This has precedent in Article V Section 65 of the charter where administrative departments are defined as a part of the City Manager's definition.*

Councilman Plass agreed that this made sense.

2) *Should we recommend establishing a permanent fund for the accrual of library monies including gifts and donations, proceeds of sale of library assets, and other fees collected on behalf of the library? The intent is to make the existence of these various assets transparent and reportable. This has precedent with the Parks and Recreation permanent fund defined in Article 11 Section 161: Permanent park and recreation fund.*

After a discussion about the rationale for this fund — better reporting and transparency of library reserved monies — this idea was supported by both Councilman Plass and Councilman Karakehian (who briefly joined the discussion and sits on the Charter subcommittee). However, the name “permanent library fund” raised concern as it has different budget implications; Commission should recommend a different distinction of these funds.

3) *We have included a section called “Library Fund,” reflecting the Library's current earmarked property tax. Should this language be kept in the Charter?*

Yes, it makes sense to reflect the current allotment to the Library Fund.

4) *In paragraph 2 of recommended section 132, we would like to represent a collaborative relationship with the library director. This cannot be done as a non-voting member for reasons of open meetings, etc. What are other options?*

We agreed that the library director should not be a “member” of the commission due to the commission's role as a proxy for City Council. Perhaps this is unnecessary given the more collaborative descriptions of the library commission's formal responsibilities.

- 5) *Should these charter changes be applied to **Article IX - Advisory Commissions** of the City Charter replacing the current sections related to the Library Commission or strike those and add sections to **Article V - City Manager** where we have proposed the creation of the library department? Note the library department is only defined in the B.R.C. 2-2-3.9.*

Councilman Plass agreed with Commissioner Teter’s suggestion that these changes be added to Article V - City Manager.

Other questions:

1. Under section 90, powers and duties of the library commission, items d & f include the word “appropriate”. What is the intended implication of this word?

Potential changes to other Library Commission guiding documents

Changes to City Charter language will necessitate changes to the Commission’s bylaws. We have begun discussions about potential changes, and will revise our bylaws (and other documents) if the charter changes are taken to and approved by voters. The working list of potential changes is provided for your information (included as Attachment 2).

The Commission sees value in having a list of desirable traits and/or a document similar to the Lafayette Public Library Board’s Job Description (included as Attachment 3) to explain the scope of work and desired qualifications of potential Library Commission applicants. Attachment 2 has an early revision of this potential list of desirable traits.

- 1) *If library commission defines these desired qualifications (as bylaws or job description), will the City Council consider these as a part of appointing new members? We would request that the final version of these be attached to the Library Commission Application Form on the City of Boulder's Boards and Commissions recruitment pages.*
- 2) *Would a general list of defining qualifications and traits be useful for all Boards and Commissions? If so, Council might consider adding such a list to **City Charter Article IX - Section 130** or including the list in recruitment materials provided to citizens interested in applying for positions on Boards and Commissions.*

Councilman Plass explained that there have been council discussions about creating a “job description” or desirable (though not mandatory) traits for boards and commissioners. However, actual work on this has not officially begun. The Council subcommittee would be interested to see what the Library Commission defines as a starting basis for considering whether there might be a universal set for all boards.

Overall, there was appreciation and support for the work that Commission has done to recommend these changes to the City Charter, particularly in light of the confusion that it has caused for many years.

Attachment 1 - Proposed Charter Changes

Article V. ADMINISTRATIVE SERVICE

The City Manager

Sec. 65. - Administrative departments.

The following administrative departments are hereby created:

- (a) Department of public works;
- (b) Department of finance and licensing;
- (c) Department of parks and recreation;
- (d) Department of public safety;
- (e) Department of planning; and
- (f) Department of library. (*recommended addition*)**

Sec. 88. - General powers and duties of the Library Department

[This language to be be drafted by the library director.]

Library Commission

Sec. 89. - Library Commission established.

There shall be and is hereby established a library commission which shall have the primary responsibility as an advisory board with regard to the provision of library services to the Boulder community. The members of the commission shall be qualified to serve on an advisory commission pursuant to Section 130, shall not hold any other office in the city, and shall serve without pay.

The library director shall see that minutes are kept of all meetings and shall distribute copies of the minutes to all commission members within one month following the meeting; approved minutes will be distributed to the city council within one month following approval by the commission.

Sec. 90. - Powers and duties of library commission.

The library commission shall advise the city council in matters concerning the library, and the commission shall have the following duties:

- (a)** Adopt bylaws, rules, and regulations for its guidance and governance;
- (b)** Work with the director to prepare and submit to city council a master plan for the development and maintenance of a modern library system within the city and from time to time revise and amend the plan;
- (c)** Review annually the library budget prepared by the library director prior to its submittal to city council and make recommendations regarding approval or modification of the same;

Attachment 1 - Proposed Charter Changes

- (d) Review periodically the director's operational service plans and make any *appropriate* comments and recommendations;
- (e) Make recommendations to the director and the city council on library facilities, including capital improvements, maintenance of existing facilities, and need for new facilities;
- (f) Review the library director's annual report and make any *appropriate* comments and recommendations;
- (g) Represent the library to the community and the community to the library with the goal of building awareness, understanding, and support;
- (h) Administer such gifts of money or property or endowments as may be granted to and accepted for library purposes and to take steps as the library commission may deem feasible to encourage grants or gifts in support of the library.

Sec. 91. - Library fund.

The city council shall make an annual appropriation, which shall amount to not less than the return of one-third of a mill tax levied upon each dollar of assessed valuation of all taxable property in the City of Boulder. All revenue from such tax, together with all other moneys collected by the library shall be paid into the city treasury and be designated as the "Library Fund"; and be applied to the purposes herein authorized.

Sec. 92. - Permanent library fund <name?>.

There shall be a permanent library fund. This fund shall consist of the following:

- (a) Gifts, bequests, and donations to the fund.
- (b) Proceeds of the sale of any library property or equipment whether real, personal, or mixed.
- (c) Any other fees collected by the city on behalf of the library

Expenditures from this fund shall be made only upon the favorable recommendation of the library commission. Said fund shall be used only for the benefit of the library.

Any portion of the fund remaining unexpended at the end of any fiscal year shall not in any event be converted into the general fund nor be subject to appropriation for general purposes. Money appropriated from the fund which is not expended in whole or in part shall be returned to the fund and shall not be subject to appropriation for general purposes.

Article IX. ADVISORY COMMISSIONS

Sec. 130. - General provisions concerning advisory commissions.

[No changes recommended.]

Sec. 131. - Council may create.

[Repealed by Ord. No. 5575 (1993), § 1, adopted by electorate on November 2, 1993.]

Attachment 1 - Proposed Charter Changes

Sec. 132. – General powers of library commission.

Under the direction of the city manager the library commission shall have control of the public library, branches thereof, and reading rooms that may at present exist or that may be hereafter established or acquired; and all leases of grounds and buildings for such purposes; of the administration of gifts and trusts; and power to do any and all things necessary or expedient in connection with library purposes.

Sec. 133. – Title and custody of property.

The title to all property, real and personal, now owned or hereafter acquired by purchase, gift, devise, bequest, or otherwise for the purpose of the library or reading rooms, when not inconsistent with the terms of its acquisition, shall vest in the City of Boulder, and the commission shall take charge of and have the management and custody of the same.

Sec. 134. – Powers of the commission acting with the city manager.

The commission, with the approval of the city manager, and by a majority vote of all its members, to be recorded in its minutes with ayes and noes, shall have power:

- (a) To make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the library and reading rooms and branches thereof and all property belonging thereto or that may be loaned thereto.
- (b) To administer any trust declared or created for such library and reading rooms and branches thereof and provide memorial tablets and niches to perpetuate the memory of those who may make valuable donations thereto.
- (c) To define the powers and prescribe the duties of all the officers and employees.
- (d) To purchase books, journals, publications, and other supplies.
- (e) To order the drawing and payment upon vouchers, certified by the chair and secretary to the city manager, of money from the library funds, for any liability or authorized expenditure.
- (f) To establish such branches of the library and reading rooms as the growth of the city may justify.

Sec. 135. – Library appropriation.

The city council shall make an annual appropriation, which shall amount to not less than the return of one-third of a mill tax levied upon each dollar of assessed valuation of all taxable property in the City of Boulder. All revenue from such tax, together with all other moneys collected by the librarian or that may be derived by gift, devise, bequest, or otherwise, for library purposes, shall be paid into the city treasury and be designated as the "Library Fund"; and be applied to the purposes herein authorized. If such payment into the treasury should be inconsistent with the conditions and terms of any such gift, devise, or bequest, the library commission shall provide for the safety of the same and the application thereof to the use of the library, branches thereof, and reading rooms, in accordance with the terms and conditions of such gift, devise, or bequest.

Sec. 136. – Library reports.

In addition to the matters required by this charter to be reported annually by the library commission, there shall also be a statement of the number of books and periodicals on hand, the number of visitors, and such other information as the city manager may deem to be of general interest.

TO: Boulder Public Library Commission

FROM: David Farnan, Library and Arts Director
Jennifer Miles, Deputy Library Director
Matt Chasansky, Art and Cultural Programs Manager

DATE: Jan. 2, 2015

SUBJECT: Commission review and approval of Canyon Theater and Gallery terms of use and rental policy, and review and comment on the sponsorship of programs and events policy.

Background:

Staff completed the changes to the Canyon Theater and Gallery terms of use and rental policy and the sponsorship of programs and event policy as discussed with the Library Commission at the Dec. 8, 2014 meeting. Drafts were presented to the Library Commission at their November and December 2014 meetings <http://boulderlibrary.org/about/agenda.html#archive>. The sponsorship of programs and events policy was reworked to be organized and have language with a tone more consistent with the meeting room terms of use policy. This policy is intended to clarify and better articulate the current practices with regard to sponsorship. These two policies are presented for the Library Commission's review.

Canyon Theater and Gallery rental and terms of use policy:

The revised version with comments incorporated and accepted from the Dec.8, 2014 Library Commission meeting is included as **Attachment A**. **Attachment B**. is the policy showing the changes made. Please note that staff recommends increasing the fee for after hours use of these spaces and the fee for staff operation of the library's audiovisual equipment from \$75/hour to \$100/per hour. The draft policy includes this change. An application form will be developed by staff and will be available for patrons to submit online or in print to the library.

Sponsorship of programs and events policy:

This new draft policy establishes guidelines and the criteria for sponsorship of programs and events at the library. **Attachment C** is the policy with changes accepted and **Attachment D** shows all changes made. Staff will incorporate any comments received from the Library Commission and present it for approval at the Feb. 4, 2015 Library Commission meeting. An application form will be developed by staff and will be available for patrons to submit online or in print to the library.

Next steps in this and related policy revisions:

1. Staff to develop a terms of use policy for The Foundry and a policy about security cameras in the library.
2. Commission to review and approve the Canyon Theater and Gallery rental and terms of use policy. **(January 2015 Library Commission Meeting)**
3. Commission to review draft terms of use policy for The Foundry. **(February 2015 Library Commission Meeting)**
4. Commission to approve the sponsorship of programs and events policy. (February 2015 Library Commission Meeting)
5. Commission to approve The Foundry terms of use policy. **(March 2015 Library Commission Meeting)**
6. Commission to review a draft policy about security cameras in the library **(March 2015 Library Commission Meeting)**

Questions for commission:

1. Does the commission have any questions or further input on the Canyon Theater and Gallery terms of use and rental policy?
2. Will the commission consider approving the
3. Canyon Theater and Gallery terms of use and rental policy?
4. Does the commission have any questions or input about the sponsorship of programs and events policy?

Attachment A
DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

Canyon Theater and Gallery Terms of Use and Rental Policy

As a public institution, Boulder Public Library provides open access to all forms of educational, cultural and recreational information including the free expression of diverse ideas and points of view. In keeping with these principles, Boulder Public Library provides rental of the Canyon Theater and Gallery for all nonprofit, community and for profit business groups to present and exchange views on subjects of all kinds, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the Boulder Public Library, its staff, or the Library Commission. No advertisement or announcement implying such endorsement will be permitted.

The Boulder Public Library is pleased to sponsor programs and events that are consistent with the library’s mission and values. Please see the library’s [sponsorship of programs and events policy](#) if you are interested in applying for sponsorship of your event. Sponsorship may include having the base rental fee waived. The Canyon Theater and Gallery Terms of Use apply to both rental and sponsored events.

Comment [m1]: Link to policy.

Canyon Theater and Gallery Information

Capacity

The Canyon Theater seats 205 persons (196 fixed seats, 7 wheelchair spaces, and a maximum of 9 folding chairs which can be placed in the wheelchair spaces as well as in the back of the theater.). City of Boulder fire code requires that no group exceed this capacity. No “standing room only” permitted. [Please see the theater map for details.](#)

Comment [i2]: Insert correct seat count after theater upgrades are completed.

Comment [i3]: Link to map

The Canyon Gallery will accommodate 413 persons.

Equipment

The library will provide at no charge the following at the renter’s request: 4 and 6 foot tables, and chairs. A library staff person may be engaged to operate the Canyon Theater audiovisual equipment for an additional charge of \$100/hour. Library and arts staff must be scheduled at least two weeks in advance of the event. The following stage and audiovisual equipment is available for use and must be operated by a library staff person: stage lights, video projector for Blu-ray and DVD playback, and power point with connectivity for the HDMI, VGA, RCA S-video, component formats, 3 hand-held wireless microphones, 2 lavalier wireless microphones, a podium with stationary microphone, a cassette player and CD player. Groups may also provide and operate their own audiovisual equipment for no additional charge.

The Canyon Theater Steinway grand concert piano may be rented for a \$100 fee to be paid at the time of reservation. If the piano needs to be moved, this must be done by library and arts staff.

Refreshments

Groups may serve refreshments in accordance with [Library Rules of Conduct](#).

Comment [m4]: Link to rules.

Attachment A

DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

Reservations and Fees

The Canyon Theater and Gallery are available to rent by advanced reservation only. A \$100 damage deposit is required at the time of reservation. It will be refunded after the event if the theater and gallery are left clean and in good condition. Events may be scheduled to begin 30 minutes after opening time and must conclude 30 minutes before closing time. Reservation time must include time for set-up and clean up. Also, please call one week before the event to re-confirm the booking and to take a walk-through of the facility.

The Canyon Theater and Gallery may also be reserved after operating hours until 8:30 p.m. on Fridays and Saturdays for the base rental fee plus \$100/hour.

To check availability or make a reservation, submit a completed reservation form or contact [the theater manager](#).

Comment [m5]: Link to contacts page.

A library staff person will respond to let you know if your desired date is available. Reservations are firm once the full rental fee is received.

Cancellation

Notice of cancellation must be received 10 days prior to the scheduled event—the renter forfeits the deposit if the cancellation is received after this time.

Canyon Theater rental

Up to 3 hours	Additional time	Refundable deposit
\$200	\$100/hour	\$100

Canyon Gallery rental

Fee	Refundable deposit
\$100/hour	\$100

Canyon Theater audiovisual equipment and staff fee	\$100/hour
After hours fee	\$100/hour in addition to rental fee
Steinway grand concert piano rental fee	\$100 per event

Terms of Use

1. The [Library Rules of Conduct](#) apply to all persons using the theater and gallery.
2. Groups are responsible for enforcing the room capacity.
3. Events must conclude 30 minutes before the closing time, unless after hours rental has been prearranged.
4. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.

Attachment A

DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

5. The individual named as the point of contact in the Terms of Use/ Rental agreement is responsible for enforcing all terms and rules contained in this document, in the Terms of Use / Rental agreement, and in the Library Rules of Conduct.
6. All trash and recyclables must be deposited in the proper receptacles.
7. Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.
8. The library director or designee may grant permission for groups to post or distribute materials outside of the theater and gallery. See below.
9. The library director or designee may grant specific permission for any group wanting to accept donations, charge fees or admission, or to sell items or services. See below.
10. No storage is provided for groups using the library, and the library is not responsible for anything left in the building.
11. Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided with the completed application and deposit.
12. While ceremonies such as weddings and memorial services may be permitted in the theater or gallery, funeral services involving human remains (in any form or type of container) are not allowed.
13. The library is a public space. In accordance with its mission, the library encourages all groups to use the theater. If the program or event is not advertised as being “open to the public,” groups using the theater have the right to limit attendance. However, library staff cannot be expected to enforce or ensure the privacy of your meeting.
14. The Canyon Gallery is a space of public ingress and egress. Access to the gallery cannot be restricted for private meetings, programs, or events.

Comment [i6]: Link to rules

Publicity and sales

Distribution of promotional or informational materials, or the sale of any products or goods must be limited to the area adjacent to the theater only during contracted rental hours. The renter assumes all responsibility of ticket sales and promoting their event. Groups must obtain a sales tax license and comply with all applicable city and state laws if selling anything. The library may not be used as a contact for information about the event or ticket sales.

All publicity including posters and online postings should clearly indicate the name of the event sponsor and their contact information. The library does not publicize theater rentals in any form, including printed or website listings. A sign must be posted indicating that the event is not sponsored by the library. Materials may not be distributed or sold before or after the rental period.

The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled meeting dates or who do not abide by the terms of use or library rules of conduct. The library reserves the right to take photographs of events for its own records and for future promotional materials.

Responsibility for implementing this policy and terms of use rests with the staff person in charge. The library director retains final authority for implementing this policy.

Approved by the Library Commission on _____.

Attachment B
DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

Canyon Theater and Gallery ~~Rental and~~ Terms of Use and Rental Policy

As a public institution, Boulder Public Library provides open access to all forms of educational, cultural and recreational information including ~~ideas and~~ the free expression of all diverse ideas and points of view. In keeping with these principles, Boulder Public Library provides rental of the Canyon Theater and Gallery for all nonprofit, community and for profit business groups to present and exchange views on subjects of all kinds, regardless of their beliefs or affiliations. Granting permission to use library facilities does not constitute endorsement by the Boulder Public Library, its staff, or the Library Commission. No advertisement or announcement implying such endorsement will be permitted.

The Boulder Public Library is pleased to sponsor programs and events that are consistent with the library's mission and values. Please see the library's sponsorship of programs and events policy if you are interested in applying for sponsorship of your event. Sponsorship may include having the base rental fee waived. The Canyon Theater and Gallery Terms of Use apply to both rental and sponsored events.

Comment [m1]: Link to policy.

Canyon Theater and Gallery Information

Capacity

The Canyon Theater seats 205 persons (~~196 fixed seats, 7 wheelchair spaces, and a maximum of 9 folding chairs which can be placed in the wheelchair spaces as well as in the back of the theater.~~). City of Boulder fire code requires that no group exceed this capacity. No "standing room only" permitted. Please see the theater map for details.

Comment [i2]: Insert correct seat count after theater upgrades are completed.

Comment [i3]: Link to map

The Canyon Gallery will accommodate 413 persons.

Equipment

The library will provide at no charge the following at the renter's request: 4 and 6 foot tables, and chairs. ~~If groups have a need for visual projection, sound, amplification, or lighting equipment, they may provide their own or they may engage a~~ library staff person, may be engaged to operate the Canyon Theater audio/visual equipment for an additional charge of ~~\$75~~100/hour. Library and arts staff must be scheduled at least two weeks in advance of the event. The following stage and audiovisual equipment is available for use and must be operated by a library staff person: stage lights, video projector for Blu-ray and DVD playback, and power point with connectivity for the HDMI, VGA, RCA S-video, component formats, 3 hand-held wireless microphones, 2 lavalier wireless microphones, a podium with stationary microphone, a cassette player and CD player. Groups may also provide and operate their own audiovisual equipment for no additional charge.

The Canyon Theater Steinway grand concert piano may be rented for a \$100 fee to be paid at the time of reservation. If the piano needs to be moved, this must be ~~handled done~~ by library and arts staff.

Refreshments

Attachment B

DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

Groups may serve refreshments in accordance with [Library Rules of Conduct](#). ~~All food and drink must be confined to the gallery and/or the adjacent lobby area. No food or drink is permitted in the theater.~~

Comment [m4]: Link to rules.

Reservations and Fees

The Canyon Theater and Gallery are available to rent by advanced reservation only. A \$100 damage deposit is required at the time of reservation. It will be refunded after the event if the theater and gallery are left clean and in good condition. Events may be scheduled [to begin](#) 30 minutes after opening time and must conclude 30 minutes before closing time. Reservation time must include time for set-up and clean up. Also, please call one week before the event to re-confirm the booking and to take a walk-through of the facility.

The Canyon Theater and Gallery may also be reserved after operating hours until 8:30 p.m. on Fridays and Saturdays for ~~the base rental fee a fee of plus~~ [\\$75/100](#)/hour.

To [check availability or](#) make a reservation, submit a completed reservation form or contact [the theater manager](#).

Comment [m5]: Link to contacts page.

A library staff person will respond to let you know if your desired date is available. Reservations are firm once the full rental fee is received.

Cancellation

Notice of cancellation must be received 10 days prior to the scheduled event—the renter forfeits the deposit if the cancellation is received after this time.

Canyon Theater rental

	Up to 3 hours	Additional time	Refundable deposit
Non-profit groups	\$200	\$75/100 /hour	\$100
For-profit groups	\$375	\$125 /hour	\$100

Canyon Gallery rental

	Fee	Refundable deposit
Non-profit groups	\$75 /hour	\$100
For-profit groups	\$100/hour	\$100

Canyon Theater audiovisual equipment and staff fee	\$75/100 /hour
After hours fee	\$75/100 /hour in addition to rental fee
Steinway grand concert piano rental fee	\$100 per event

Terms of Use

1. The [Library Rules of Conduct](#) apply to all persons using the theater and gallery.

Attachment B

DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

2. Groups are responsible for enforcing the room capacity.
3. Events must conclude 30 minutes before the closing time, unless after hours rental has been prearranged.
4. Groups are responsible for cleaning and straightening the theater and gallery after use and returning furniture and equipment as they were found.
5. The individual named as the point of contact in the Terms of Use/~~Rental~~ agreement ~~or Rental agreement~~ is responsible for enforcing all terms and rules contained in this document, in the Terms of Use ~~or~~ Rental agreement, and in the Library Rules of Conduct.
6. All trash and recyclables must be deposited in the proper receptacles.
7. Nothing may be attached to the painted walls, ceiling, furniture, or screen in or around the theater or gallery.
8. The library director or designee may grant permission for groups to post or distribute materials outside of the theater and gallery. See below.
9. The library director or designee may grant specific permission for any group wanting to accept donations, charge fees or admission, or to sell items or services. See below.
10. No storage is provided for groups using the library, and the library is not responsible for anything left in the building.
11. Movies shown or recordings played must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group. Proof of public performance rights shall be provided with the completed application and deposit.
12. While ceremonies such as weddings and memorial services may be permitted in the theater or gallery, funeral services involving human remains (in any form or type of container) are not allowed.
13. The library is a public space. In accordance with its mission, the library encourages all groups to use the theater ~~and gallery.~~ So long as the meeting program or event is not advertised as being “open to the public,” groups using the ~~meeting roomstheater~~ have the right to limit attendance. ~~Library~~ However, library staff cannot be expected to enforce or ensure the privacy of your meeting.
- ~~13-14.~~ The Canyon Gallery is a space of public ingress and egress. Access to the gallery cannot be restricted for private meetings, programs, or events.

Comment [i6]: Link to rules

Publicity and sales

Distribution of promotional or informational materials, or the sale of any products or goods must be limited to the area adjacent to the theater only during contracted rental hours. The renter assumes all responsibility of ticket sales and promoting their event. Groups must obtain a sales tax license and comply with all applicable city and state laws if selling anything. The library may not be used as a contact for information about the event or ticket sales.

All publicity including posters and online postings should clearly indicate the name of the event sponsor and their contact information. The library does not publicize theater rentals in any form, including printed or website listings. A sign must be posted indicating that the event is not sponsored by the library. Materials may not be distributed or sold before or after the rental period.

The library reserves the right to refuse future bookings to groups that consistently fail to appear on scheduled

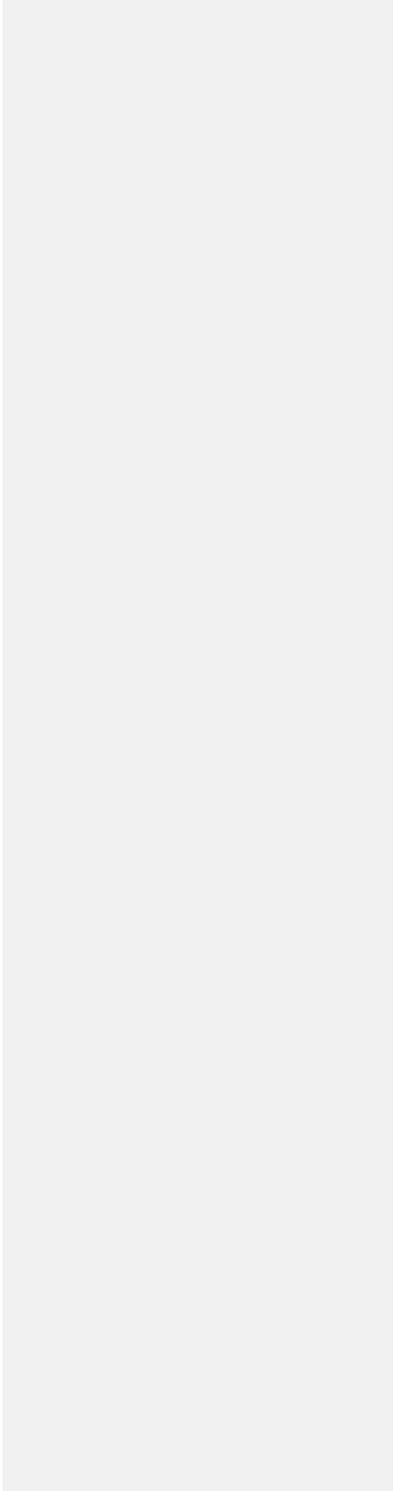
Attachment B

DRAFT Canyon Theater and Gallery Terms of Use and Rental Policy

meeting dates or who do not abide by the terms of use or library rules of conduct. The library reserves the right to take photographs of events for its own records and for future promotional materials.

Responsibility for implementing this policy and terms of use rests with the staff person in charge. The library director retains final authority for implementing this policy.

Approved by the Library Commission on _____.



Attachment C

DRAFT

CITY OF BOULDER LIBRARY AND ARTS DEPARTMENT SPONSORSHIP OF PROGRAMS AND EVENTS POLICY

Boulder Public Library (BPL) and the Office of Arts and Culture is pleased to consider sponsorship of programs and events that bring value to the community and are aligned with the Library's mission. Sponsorship is defined as the Library and Arts Department endorsement and hosting of programs or events in library facilities that are coordinated by an outside entity, and are supported, co-marketed, or co-organized by the Library and Arts Department.

The benefits provided to sponsored programs and events, the criteria for which proposals for sponsorship are considered, the application process, and the general terms and conditions are outlined below.

BENEFITS FOR SPONSORED PROGRAMS AND EVENTS

When a program or event is accepted for sponsorship, BPL, at its discretion, may provide one or more of the following:

Use of facilities – Sponsored programs or events may be given priority scheduling of library facilities.

Communications — BPL may promote the sponsored program or event on the library's website calendar. Other types of communication may include the program or event being listed in BPL printed material, listed on in-library digital and print displays, listed in BPL media communications, or other messaging.

Staff support — Pre-arranged staff assistance may be provided for the use of audiovisual equipment, Internet connections, operation of the program or event, or other assistance during the program or event. Additional information about support may be detailed in the specific Terms of Use agreement.

Rental fees — The base rental fee for Canyon Theater or Gallery may be waived as an in-kind donation. In certain cases, other fees may apply beyond the base rent. These fees are detailed in the Canyon Theater and Gallery Terms of Use and Rental policy.

The entity responsible for the sponsored program or event will provide the following as a condition of sponsorship:

Acknowledgment — Inclusion of the BPL logo or other credit information in all marketing material.

Post-event reporting — The responsible party will provide a report after the end of the program or event which details attendance data. Further information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Review Criteria of Sponsorship Proposals, below.

Attachment C
DRAFT

REVIEW CRITERIA FOR SPONSORSHIP PROPOSALS

Proposals will be evaluated based on the following criteria:

Supports the BPL Mission — The mission of the Boulder Public Library is to enhance the personal and professional growth of Boulder residents and contribute to the development and sustainability of an engaged community through free access to ideas, information, cultural experiences and educational opportunities.

Audience appeal - The program or event has the potential to appeal to a diverse audience of a significant number of community members.

No admission fee— Programs or events that meet the above criteria and are free and open to the public will be given preference over those that charge admission or request donations.

Proposals will not be considered for sponsorship if they fall under any of the categories, below:

- Political campaigns, including programs or events that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office.
- Religious programs that promote a single religious viewpoint over that of others.
- Content that advocates violence or intolerance.
- Content that advocates the violation of Municipal, State, or Federal laws
- Recurring programs or events - Recurring programs or events may be sponsored for one year only, and must re-apply for each subsequent year.

APPLICATION PROCESS

Organizations interested in applying for sponsorship of their program or event should submit an application, no less than three (3) months before the start date of the program to the Boulder Public Library administration office or the City of Boulder Office of Arts and Culture. Proposals will be evaluated based upon their completeness and by the criteria listed above. The evaluation may take up to 30 days to complete. The Library and Arts Department director has final approval of all proposals.

Even after final approval of a sponsorship proposal is received, no program is considered officially sponsored until scheduling is confirmed, and any Terms of Use Agreement for the venue is complete.

GENERAL TERMS AND CONDITIONS

The Boulder Public Library asks organizations presenting sponsored programs or event to observe the following terms and conditions.

1. All aspects of the program or event must comply with the Library Rules of Conduct and any terms of use policy that apply to the venue in which it is taking place.
2. The Library and Arts Department director or designee must grant approval prior to the program or event for accepting donations, the charging of fees or admission, or the sale of any items or services.

Comment [i1]: Link to rules

Comment [i2]: link to policies.

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3. The Library and Arts Department director or designee must grant approval prior to the program or event for the posting or distribution of materials inside library facilities.
4. The program or event shall be designed to be accessible to participants and/or audience members with special needs to the degree that is possible.
5. Any communications about the sponsored program or event must be approved by BPL staff prior to release of those materials. This includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc. In the case of any media activity such as television, radio, web- or print-media interviews, BPL staff must be updated when such interviews are scheduled to be conducted, and when the media reports are expected to be released.

Failure to abide by these general terms and conditions may result in the withdrawal of sponsorship and forfeiture of the opportunity for the organization to apply for sponsorship in the future. Boulder Public Library, at its sole discretion, reserves the right to revoke sponsorship of a program or event at any time.

EXCLUSIONS

This policy does not impact events sponsored by BPL that occur outside BPL facilities.

DEFINITIONS

Library facilities — Meeting rooms, certain common areas, the Canyon Theater, the Canyon Gallery, and certain gathering areas immediately outside BPL buildings.

Recurring programs — Programs that are scheduled over a long period of time and at regular intervals. For instance: daily, weekly, monthly, or quarterly meetings would be considered recurring. Several events in a limited series held over a few days that are part of a festival or convention would not be considered recurring.

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CITY OF BOULDER LIBRARY & ~~AND~~ ARTS DEPARTMENT
SPONSORSHIP OF PROGRAMS AND EVENTS POLICY

PURPOSE AND SCOPE

Boulder Public Library (BPL) and the Office of Arts and Culture is pleased to consider sponsorship of programs and events that bring value to the community and are aligned with the Library's mission. Sponsorship is defined as the Library and Arts Department endorsement and hosting of programs or events in library facilities that are coordinated by an outside entity, and are supported, co-marketed, or co-organized by the Library and Arts Department.

~~It is the purpose of this policy to establish guidelines and processes for the approval of sponsored programs in City of Boulder Library & Arts Department (Boulder Public Library, or BPL) facilities.~~

~~BPL facilities are used primarily for City of Boulder government (City) business including BPL programs. On occasion, BPL facilities may be scheduled or rented by community organizations, individuals, and businesses. When appropriate, BPL may choose to sponsor the program of a community organization. This sponsorship is considered a partnership with organizations producing programs that further the mission of the Boulder Public Library. The benefits provided to sponsored programs and events, terms below govern the conditions of that sponsorship, the criteria for which proposals for sponsorship are considered, and the process for approval application process, and the general terms and conditions are outlined below.~~

DEFINITIONS

~~**BPL Facilities** — Meeting rooms, certain common areas, the Canyon Theater, the Canyon Gallery, and certain gathering areas outside BPL buildings.~~

- ~~1. **Terms of Use** — The agreement document that governs individual use of BPL facilities. Further to this policy, additional terms and conditions may be applied to specific venues, and will be detailed in those Terms of Use Agreement documents. [add link]~~

~~**Sponsored Programs** — Meetings, workshops, and events that are coordinated by an outside organization, and are supported, co-marketed, or co-organized by the Library & Arts Department are considered sponsored.~~

- ~~2. **City Programs** — Any event or meeting that is produced by a City of Boulder agency. This includes programs that are produced by staff as part of BPL programs, as well as programs funded by BPL and/or the Boulder Library Foundation.~~

- ~~3. **Canyon Theater Rental** — Any event, performance, or meeting that is scheduled for use of the Canyon Theater or Gallery for a fee. These programs are governed by separate rental agreements outside this policy.~~

~~**Recurring Programs** — Programs that are scheduled over a long period of time and at regular intervals. For instance: daily, weekly, monthly, or quarterly meetings would be considered recurring. Several events in a limited series held over a few days that a part of a festival or convention would not be considered recurring.~~

EXCLUSIONS

This policy does not impact events sponsored by BPL that occur outside BPL facilities.

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BENEFITS FOR SPONSORED PROGRAMS AND EVENTS

MEANING OF SPONSORSHIP

~~Sponsorship is defined as BPL endorsement of the program.~~

When a ~~proposal~~ program or event is accepted ~~as a for~~ sponsorshipped program, BPL ~~at its discretion,~~ will may provide one or more of the following:

Use of facilities – Sponsored programs or events may be given priority scheduling of library facilities.

Communications — BPL ~~may~~ will ~~post information about~~ promote the sponsored program or event ~~in on~~ the library's website calendar. Other types of communication may include ~~at the discretion of BPL administration,~~ the program or event being listed in BPL printed material, listed on in-library digital and print displays, listed in BPL media communications, or other messaging.

Staff Support support — ~~As appropriate and when approved by Library Administration,~~ pre-arranged staff assistance will may be available provided to support the sponsored program with for the use of audio/visual equipment, ~~internet~~ Internet connections, operation of the program or event, or other assistance during the program or event. Additional information about support may be detailed in the specific Terms of Use agreement.

Rental Fees fees — ~~For the~~ The base rental fee for Canyon Theater or Gallery only, the sponsored program's rental fees will may be waived as an in-kind donation. In certain cases, ~~there may be other fees may applied~~ apply outside of the subsidized beyond the base rent. These fees are detailed in the Canyon Theater and Gallery Terms of Use and Rental policy.

Restrictions on Recurring Programs

~~Approval of sponsorship in the past does not guarantee that future requests will be approved. Recurring events approved for sponsorship are considered sponsored for one year only, and must re-apply for each subsequent year.~~

The organization entity responsible for the sponsored program or event will provide the following as a condition of sponsorship:

Recognition Acknowledgment — Inclusion of the BPL logo or other credit information in all marketing material.

Post-event Reporting reporting — The responsible party ~~for the program~~ will provide a report after the end of the program or event which details attendance data. Further information may be requested by BPL, such as press clippings, marketing collateral, and a narrative about the success of the program in addressing the standards outlined in the Criteria for Review-Review Criteria of Sponsorship Proposals, below.

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~~Further terms of sponsorship particular to each venue will be detailed in the Venue Sponsorship Agreement.~~

~~REVIEW CRITERIA FOR REVIEW OFFOR PROPOSALS~~ SPONSORSHIP PROPOSALS

Proposals will be evaluated based on the following criteria:

Supports the BPL Mission — The mission of the Boulder Public Library is to enhance the personal and professional growth of Boulder residents and contribute to the development and sustainability of an engaged community through free access to ideas, information, cultural experiences and educational opportunities.

Audience appeal - The program or event has the potential to appeal to a diverse audience of a significant number of community members.

No admission fee – Programs or events that meet the above criteria and are free and open to the public will be given preference over those that charge admission or request donations.

Applications ~~Proposals~~ will not be considered for sponsorship if they fall under any of the categories, below:

- ~~• Political campaigns, including programs or events that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office.~~
- ~~• Religious programs that promote a single religious viewpoint over that of others.~~
- ~~• Content that advocates violence or intolerance.~~
- ~~• Content that advocates the violation of Municipal, State, or Federal laws~~
- ~~1. Fills a Need — The proposed program will complement, or fill an unmet need not available elsewhere in Boulder. The proposed program will not be in competition with other public or private organizations, or duplicate events that are occurring at other venues.~~
- ~~• Benefits the Applicant Organization — The proposed program will be improved, or will be better able to serve its audience, by use of BPL facilities.~~
- ~~Recurring programs or events - Recurring programs or events may be sponsored for one year only, and must re-apply for each subsequent year.~~

APPROVAL APPLICATION PROCESS

~~Submission and Point of Contact — Organizations interested in applying for sponsorship of their program or event should submit an application. The submission of an application for sponsorship, and all communications about the process for approval of sponsorships must be conducted with the BPL staff person responsible for the particular venue to which one is applying. The contact information for each venue can be found in the Terms of Use. [link]~~

~~Deadline for Submission of Application — Applications for sponsorship will be considered no less than three (3) months before the start date of the program to the Boulder Public Library administration office~~

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~~or the City of Boulder Office of Arts and Culture. Proposals will be evaluated based upon their completeness and by the criteria listed above.~~

~~Proposal Review~~ — The BPL staff person responsible for the specific venue associated with the proposal will review the application for compliance with the General Conditions and Restrictions, below, as well as the Terms of Use Agreement. Acceptable proposals will then be evaluated by the BPL administration and the Library & Arts Department director according to the Criteria for Review of Proposals, above. These ~~evaluation~~ reviews may take up to 30 days to complete.

~~Final Approval~~ — The Library & Arts Department director has final approval of all proposals.

Even after final approval of a sponsorship proposal is received, no program is considered officially sponsored until scheduling is confirmed, and ~~the any~~ Terms of Use Agreement for the venue is complete.

GENERAL-GENERAL TERMS AND CONDITIONS AND RESTRICTIONS

The Boulder Public Library asks ~~o~~~~The~~ organizations presenting sponsored programs or event to observe the following conditions and restriction terms and conditions, ~~are requirements for consideration of any sponsorship proposal.~~

1. All aspects of the program or event must comply with the Library Rules of Conduct and any terms of use policy that apply to the venue in which it is taking place.

1. ~~BPL Rules of Conduct~~ — All aspects of the program must comply with the Rules of Conduct. ~~[link]~~

1. ~~Availability~~ — Scheduling of a venue is considered on a first come, first served basis.

~~Prohibited Activity~~ — Applications will not be considered for sponsorship if they fall under any of the categories, below:

~~Political campaigns, including programs that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office.~~

~~Religious programs that promote a single religious viewpoint over that of others.~~

~~Content that advocates violence or intolerance.~~

~~Content that advocates the violation of Municipal, State, or Federal laws~~

2. ~~The~~ commercial activity is generally prohibited, except when expressly approved by the Library & Arts Department director or designee must grant approval prior to the program or event for accepting donations, the charging of fees or admission, or the sale of any items or services.

- 1.3. ~~The~~ Library and Arts Department director or designee must grant approval prior to the program or event for the posting or distribution of materials inside library facilities.

~~Access~~ — The ~~proposed~~ program or event ~~will~~ shall be designed to be :

- a. ~~Be free and open to the public, or (at the discretion of the Library & Arts Department director) charge an admission fee provided that the fee is used only to recover the costs of producing the event.~~

2. ~~Be prepared to accommodate~~ accessible to participants and/or audience members with special needs to the degree that is possible.

- 4.

- 3.

Restrictions on Recurring Programs

~~Approval of sponsorship in the past does not guarantee that future requests will be approved.~~

Comment [I1]: Link to rules

Comment [I2]: link to policies.

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~~Recurring events approved for sponsorship are considered sponsored for one year only, and must re-apply for each subsequent year.~~

4. ~~Approval of Communications~~ — Any communications about the sponsored program or event must be approved by BPL staff prior to release of those materials. This includes all marketing materials, press releases, web pages, calendar listings, advertisements, etc. In the case of any media activity such as television, radio, web- or print-media interviews, BPL staff must be updated when such interviews are scheduled to be conducted, and when the media reports are expected to be released.

5.

~~Failure to abide by these general terms and conditions may result in the withdrawal of sponsorship and forfeiture of the opportunity for the organization to apply for sponsorship in the future. Boulder Public Library, at its sole discretion, reserves the right to revoke sponsorship of a program or event at any time. Requirements of the Terms of Use Agreement and Rules of Conduct — The responsible party, representing the sponsored organization, is accountable for enforcing all terms and rules contained in this policy, in the specific Terms of Use, and in the BPL Rules of Conduct [link]. Loss of Privilege — Failure to abide by these general conditions and restrictions, or those in the Terms of Use, will result in the withdrawal of the Library's sponsorship and, at the discretion of BPL administration, restriction on the ability to apply for sponsorship in the future.~~

EXCLUSIONS

This policy does not impact events sponsored by BPL that occur outside BPL facilities.

DEFINITIONS

Library facilities — Meeting rooms, certain common areas, the Canyon Theater, the Canyon Gallery, and certain gathering areas immediately outside BPL buildings.

Recurring programs — Programs that are scheduled over a long period of time and at regular intervals. For instance: daily, weekly, monthly, or quarterly meetings would be considered recurring. Several events in a limited series held over a few days that are part of a festival or convention would not be considered recurring.

To: Boulder Public Library Commission
From: Carrie Mills, Administrative Specialist II
Date: Jan. 2, 2015
Subject: Changes made to the 2014 Library Commission Handbook

Purpose

This memo is intended to facilitate the discussion as commissioners review the orientation handbook for incoming commissioners.

Background

In preparation of Alicia Gibb’s appointment to the Library Commission, I updated the existing version of the handbook in October 2014. Below is a list of changes made to the 2014 Library Commission Handbook. You may see the updated version in its entirety here: <http://boulderlibrary.org/pdfs/commission/2015-commission-handbook.pdf>.

Current Changes

1. Reformatted By-Laws of the Boulder Public Library Commission (p. 3-4) to streamline pages and to match established font
2. Reformatted Boulder Public Library Commissioners (p. 5-7) list to eliminate redundancy and to match established font
3. Updated Commission Priorities Memo from 2013 to 2014 (p. 8-10)
4. Reformatted Guidelines for Minutes (p. 11) to match established font
5. Reformatted Guiding Principles for Interaction (p. 33) to match established font
6. Reformatted Glossary (p. 38) to match established font
7. Removed all headers and footers from pages which corresponded to earlier versions of the packet

Anticipated Changes

1. Update Commission Priorities Memo from 2014 to 2015 once City Council has received and reviewed the new document
2. Update link to 2015 Annual Budget for the Boulder Public Library
3. Add links to Section 3, Part D for new policies

Meeting Date: January 7, 2015

1. Library Commission Upcoming Calendar

	Agenda Items	Visitors
February 2014 - January 2015 - CONSTRUCTION phase of Main Library Renovation		
January 7 Arapahoe Conference Room	<ol style="list-style-type: none"> 1. Main Library Renovation Update - tour 1st floor & basement AMH installation; grand opening plans 2. Library budget basics 3. Finalize City Charter changes recommendation 4. Policy Review & Approval: Canyon Theater and Gallery terms of use and rental policy 5. Policy Review: Sponsorship policy 6. Review Commission Orientation Handbook 7. Review Library Usage Statistics <p>Note: commission recruitment - applications due in February</p>	Devin Billingsley, Senior Budget Analyst
January 10 - 1/2 Day Retreat with Library Foundation - George Reynolds Branch		
January 31 - Phase 4 completed, 1st floor entry and new fiction/media areas - open early February		
January 31 - February 1st - Boulder Maker Faire - Boulder County Fairgrounds		
February 4 Arapahoe Conference Room	<ol style="list-style-type: none"> 1. Main Library Renovation Update 2. Policy Review & Approve: Sponsorship policy 3. Policy Review: Foundry Terms of Use 4. Report on City Council Retreat 5. Review commission traits/job description 	
February 27 - Phase 5 (Bridge and Cafe) expected completion		
March 4 Carnegie Branch	<ol style="list-style-type: none"> 1. Main Library Renovation Update 2. Policy Review & Approve: Foundry Terms of Use 3. Information about Filtering Software options 4. Thank you to leaving commissioner 	
March 31 - Renovation Complete including north building upgrades		
April 1 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Welcome / swear in new commissioner 2. Elect new officers and Boulder Library Foundation members. 3. Take Commission photo for webpage. 4. Main Library Renovation Update / RFID update 	
April 10-11, 2015 - Grand Re-Opening of Main Boulder Public Library		
May 6 Canyon Meeting Room	<ol style="list-style-type: none"> 1. Provide input on 2014 library budget. 2. Receive report on Foundation grants. 	

Interesting Upcoming Dates:

January 26, 2015 American Library Association Youth Media Awards
(includes Caldecott, Newbery and more)

February Library Lovers' Month

February 4th Digital Learning Day

2. Television Broadcast of Boards & Commission meetings:

City Council has decided to begin Channel 8 television broadcasts and notices of city Boards & Commissions meetings. At least initially, television broadcasts will be limited to board/commission meetings that take place in Council chambers. However, council is working on defining a process where any board/commission could request to have their meeting moved to Council chambers and televised with advance notice. While this wouldn't be a regular occurrence, it's another tool to have for the commission to communicate with the public when important discussions or meetings occur. Attached is a memo David Farnan received from Patrick von Keyserling.

From: von Keyserling, Patrick
Sent: Thursday, December 18, 2014 7:50 PM
To: Directors
Subject: Video pilot project for Boards and Commissions - we START in JANUARY

At today's M-Team, I shared that the Board & Commission council committee (Shoemaker and Plass) directed us to move forward in January with televising **Study Sessions** and all regularly scheduled **Planning Board** and **OSBT** meetings. We also will develop a process for all boards and commissions to submit a request for TV coverage to CAC 30 days in advance of the proposed date. Such a request will require CAC approval and for the meeting to occur in Council Chambers. This also is the case if Planning Board or OSBT would schedule an extra meeting during the month that should be televised.

A few other details to be aware of:

- Televised meetings must be noticed in the Daily Camera public meeting ads.
- Televised meetings will be shown live and archived online. They may be repeated once during the month (scheduling is still being finalized.)
- All Board and Commission meeting dates/locations will be publicized on the Ch. 8 message board. (send ASAP your meeting dates, locations and times to Patrick von Keyserling for January B & C meetings)
- We are working on a recommended meeting length for televised meetings. **Currently the recommendation is 6-10 p.m.**
- We will be developing standard guidelines to notice B&C meetings and Agendas (such as Camera Ads, Ch. 8 Message boards, use of listserves, etc.)
- We will develop a Board & Commission web page that includes Agendas, minutes, calendar and video archives of televised meetings.
- The Council committee and staff will reconvene in early February to assess how January went.
- We will survey the community in May to determine if the pilot will continue past June 30.

Please make your board admins & support staff aware of the pilot project plans. Please also inform the Planning Board and OSBT that meetings will be televised beginning with the first meeting in January 2015. The first meeting will include a 15 minute instruction on TV etiquette. Please make sure there is time prior to the start of the first January meeting for this quick review.

If you have questions, concerns, or input, please contact me. Thanks for your support as we launch this pilot.

Patrick von Keyserling

2014 Boulder Public Library Statistics

Please find attached a snapshot of October 2013 to October 2014 library statistics (**Attachment A**). It has been some time since we have reported statistics to the Library Commission. There are still a few glitches in the timely collection of data, but we are working on it. It is my intent to begin reporting the data represented in this current report to the Library Commission on a quarterly basis.

The output measures included here; circulation, web sessions, in-person visits, holds filled, program attendance, database usage, and e-media downloads are the most significant measures in terms of volume. Throughout the year, we will begin to also issue reports on special topics such as e-book circulation, meeting room occupancy rates, etc. It is my hope that these reports will be updated annually and supplied to the commission.

The short story for 2014 is that most of our usage numbers are down. This can be attributed to the renovation of the Main Library and the fact that at various points throughout the year, large parts of the collection have been in boxes and unavailable to the public. For example, the majority of the fiction collection and DVD collection have been in storage since July 2014. All things considered, I am actually pleasantly surprised that our numbers are not down even further. Much of the credit for circulation and in person visits not being down further goes to the George Reynolds Branch – which has seen a record year, and the opening of North Boulder Corner Library.

I would like to elaborate on George Reynolds for a moment, just to elucidate a few things. First of all, please note that George Reynolds' numbers compared to the previous year are slightly inflated due to the fact that they were closed for one month in 2013 due to the September flood. However, the loss of circulation at George Reynolds in September 2013 was only about 17,000 items. The circulation numbers for George Reynolds in 2014 are up by nearly twice that! Their door count [in-person visits] is up by about 60%, and program attendance is up 100% across all age groups. Part of this increase could be due to our patrons deciding to use George Reynolds while Main is being renovated. But we are not seeing the equivalent increase at Meadows.

It is too early to know if the increases we are seeing at George Reynolds are temporary or permanent. Over the past two years, Access Services has made some significant changes. They have focused their attention on family and children's programming, and increased attention on purchasing more popular materials. Perhaps those are beginning to take root.

Another bright spot in our 2014 statistics is North Boulder Corner Library. The October statistics represent a little over six months of being open. In that time, they have begun to carve out a strong foothold. Their October circulation represents almost 3% of the total circulation for the system. The October door count represents about 3.5% of our overall attendance at the library for the month. All this in 570 square feet of space and only being open 40 hours per week is pretty amazing.

The only number in all of the data provided that is truly discouraging is our e-media circulation. The renovation of the Main Library and inaccessibility of the physical collection in no way accounts for the fact that e-media circulation is down 7% for 2014. The only conclusion I can draw is the same one that we have previously discussed – we are not serving our customers’ needs when it comes to e-books and we need to come up with a concentrated plan to improve our e-media collections and market them to the public.

Proposed Library Hours for 2015

Below are the proposed hours that we would like to roll out in April 2015. Meadows and George Reynolds branch libraries will be open an additional one day and nine hours per week [from 53 hours per week to 62 hours per week – an increase of nearly 17%.] We are doing this with no additional increase to the operating budget of the library. We anticipate that this will be very well received, allow us to increase programming even further, and improve access for the public.

As we discussed last month, we are proposing reducing the hours that Carnegie is open to the public. This is so that we can devote staff time to cataloging and digitizing collections. We do not anticipate that this will have a significant public impact. As mentioned last month, Carnegie has about 400 visitors per month. This is roughly equivalent to the traffic per hour of Main and our other branches combined. We do not expect Carnegie’s overall attendance to drop significantly.

We are also proposing shifting our systemwide regular schedule to open one hour earlier in the day and close one hour earlier. This has been something the library staff has discussed for some time. Opening earlier will allow us to add some children’s programming in the morning. It is also worth noting that we are rarely busy after 8 p.m.

Proposed hours:

Main Library

Monday–Thursday: 9 a.m.–8 p.m.
Friday–Saturday: 10 a.m.–6 p.m. (no change)
Sunday: 12 p.m.–6 p.m. (no change)

Meadows and George Reynolds Branches

Monday–Wednesday: 9 a.m.–8 p.m.
Thursday–Saturday: 10 a.m.–6 p.m.
Sunday: 1 p.m.–6 p.m.

Carnegie Library Hours

Monday–Friday: 1 p.m. – 5 p.m.

Saturday: 10 a.m. –3 p.m.

We will also start with one morning per week for “By Appointment Only” to determine need.

NoBo Corner Library

NoBo Corner Library’s schedule would remain the same for 2015. NoBo is currently open 5 days per week for a total of 40 hours per week. NoBo is closed Thursday and Friday.

Downtown Boulder Inc. Partnership.

We continue to have discussions with Downtown Boulder Inc. (DBI) about bringing a film series to the Main Library Canyon Theater. We are currently discussing the possibility of inviting a few interested entities to jointly program a regular Friday Night Film Series. These would be ticketed after hours events. It is likely that if we are able to put this partnership together, we would move the Library Foundation-funded film series to occupy one Friday a month as a free event. Something like first Friday’s movie night free. I will keep you posted on any developments.

Library Foundation Retreat

The foundation retreat will be Saturday, Jan. 10, from 8:30 a.m. – 12:30 p.m. at the George Reynolds Branch Library, 3595 Table Mesa Drive. Jacqueline Murphy of the State Library of Colorado will facilitate.

The agenda is as follows.

- 8:30-8:45 Meet and greet over coffee and donuts
 - 8:45-9:00 Introductions around the table
 - 9:00-9:20 David and Library Commission describe vision for BPL over the next 3-5 years
 - 9:20-9:30 Break
 - 9:30-11:00 Jacqueline will walk the group through a visioning session. This will likely involve breaking out into small groups and discussion, etc.
 - 11:00-11:15 Break
 - 11:15-12:00 Best practices for boards and commissions, recruitment/on-boarding strategies for new board members, accountability, etc
 - 12:00-12:30 Discussion of strategies and next steps
- Lunch will be provided at the conclusion of the retreat.

Internet Filtering

I have been reading quite a lot about Internet filtering, the Child Internet Protection Act [CIPA], Colorado State Law regarding Internet filtering, and reviewing policies from other libraries. Of note:

1. In order to be compliant with CIPA, Boulder Public Library would need to install filtering software, adopt an Internet safety policy, provide public notice, and have a public hearing at a future board meeting.
2. All Internet accessible computers must be filtered in order to be in compliance. To be eligible for federal grant funds, such as Erate or Library Services and Technology Act [LSTA] funding related to computing or Internet technologies, public libraries cannot selectively filter computers.
3. Colorado State Library Law <http://www.cde.state.co.us/cdelib/LibraryLaw/Part6.htm> seems to take a somewhat stronger stance. I am checking with the State Library, but this law seems to imply that we are obligated to ensure the safety of children accessing the Internet while in the library. Clearly, without filtering software we are not in compliance. We do not regulate who has access to Internet computers in the library.
4. Most legal challenges regarding filtering software have been against schools or libraries that have selectively decided to extend filtering to text [for example, religious views, or information on controversial subjects, such as gay rights, or gun control.] We are not willing to consider filtering software that blocks anything other than images deemed 'pornographic.'
5. The courts have upheld libraries' rights to filter images based mostly on the ease with which filtering software can be "unblocked" by staff in a reasonable timeframe, upon request.

If you are interested in reading more, here are a few links. These two articles give a broad overview of filtering and clarify fact from myth regarding CIPA. I am also including a link to Denver Public Library's FAQ page on Internet filtering.

1. American Library Association [ALA] Libraries and the Internet Toolkit: Filtering and CIPA. Please note that the ALA has consistently opposed censorship of any kind, including filtering for pornographic images. http://www.ala.org/advocacy/intfreedom/iftoolkits/litoolkit/legalissues_CIPA_filtering
2. "Filtering and the First Amendment," by Deborah Caldwell-Stone, American Libraries, April 2, 2013. [Note Deborah Caldwell-Stone is ALA's Deputy Director of Intellectual Freedom.] <http://www.americanlibrariesmagazine.org/article/filtering-and-first-amendment>
3. Denver Public Library's FAQs on Internet Filtering. I think these are very well done. The phrase, "we feel that accessing pornography in a public place is inconsistent with the welcoming and comfortable environment we seek to provide" goes directly to the heart of our discussion. <http://denverlibrary.org/content/internet-filtering-faq>

Attachment A. October 2013 - October 2014 Library Statistics Summary

Activity	System-Wide Totals						MAIN				Meadows				G.Reynolds				NoBo				Carnegie							
	Current	YTD	Prior YTD	% Change	Current Month	% Change	YTD 2014	YTD 2013	% Change	Current Month	% Change	YTD 2014	YTD 2013	% Change	Current Month	% Change	YTD 2014	YTD 2013	% Change	Current Month	% Change	YTD 2014	YTD 2013	% Change	Current Month	% Change	YTD 2014	YTD 2013	% Change	
Circulation	111358	1116842	1220785	-9%	68734	-18%	720152	875975	-1%	19975	187644	185876	1%	19490	192745	158934	21%	3161	16301	0	2774	19125	0	0	463	3723	3354	11%	1116842	
Web sessions	83028	742840	781436	-5%																										
In Person Visits	77737	754688	735411.6	3%	50619	-7%	521497	558443	-7%	12555	104699	107371	-2%	11326	105644	66244	59%	2774	19125	0	0	0	0	0	463	3723	3354	11%		
Online Renewals	20841	196409	210845	-7%																										
Phone renewals	812	8259	10265	-20%																										
Holds Filled ¹	13925	136599	147947	-8%																										
Ref Questions*	4480	67770	73717	-8%	3928	-1%	45037	45558	-1%	327	3958	12953	-69%	0	16986	13794	23%	0	0	0	0	0	0	177	1789	1412	27%			
New Items Added	4177	30994	30619	1%	2311	-2%	17960	18347	-2%	732	5840	5920	-1%	831	5882	6352	-7%	303	1312	0	303	1312	0	0	0	0	0	0	0	0
Items Weeded	4534	39021	39209	0%	3589	-12%	27680	31525	-12%	496	6166	3400	81%	351	4997	4284	17%	98	178	0	98	178	0	0	0	0	0	0	0	0
Prosp.(+/-) rate	0.57	0.53	1	-47%																										
Programs	Current	YTD	Prior YTD	% Change	Current	% Change	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	
Adults ³																														
events	140	1,389	1,316	6%	95	-3%	1,084	1,116	5%	30	160	153	5%	15	143	42	240%	0	1	0	0	0	0	0	0	1	5	-80%		
attendees	2,200	23,202	22,355	4%	1,412	-1%	17,124	17,258	1%	580	3,506	3,466	1%	208	2,517	1,398	80%	0	28	0	0	0	0	0	0	27	233	-88%		
Storytime																														
events	169	530	528	0%	36	-5%	331	347	-38%	21	66	107	-38%	13	107	67	60%	8	26	0	0	0	0	0	0	1	5	-80%		
attendees	2,259	19,417	20,284	-4%	1,304	-12%	13,745	15,697	-45%	336	1,363	2,496	-45%	495	3,948	2,005	97%	124	354	0	124	354	0	0	0	27	233	-88%		
Grand Totals	Current	YTD	Prior YTD	% Change	Current	% Change	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	
events	309	1,919	1,844	4%	131	-3%	1,415	1,463	-3%	51	226	260	-13%	28	250	109	129%	8	27	0	0	0	0	0	1	5	-80%			
attendees	4,459	42,619	42,639	0%	2,716	-6%	30,869	32,955	-18%	916	4,869	5,962	-18%	703	6,465	3,403	90%	124	382	0	124	382	0	0	0	27	233	-88%		
Carnegie	Current	YTD	Prior YTD	% Change	Current	% Change	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	Current	YTD	Prior YTD	% Change	
Quarter to Date Rpts	-	81285	74500	9%																										
Database Usage	-	64969	70149	-7%																										
eMedia**																														

1 Holds filled : Not available to identify how many holds picked up at each branch. Item location data used to fill hold (e.g. Books on CD at Main s part of the Collection Snapshot.
 Quarter to date reflects counts through YTD through end of 3rd QTR
 *Reference Questions will move to sampling data for 4th quarter
 **eMedia includes download and stream collections, Freegal was discontinued in April of 2014 , overall usage for eMedia is up